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SSCR RECORD LAYOUTS

This chapter defines the layout for each record within the SSCR files and defines each field within the records. You must ensure both the accuracy of the reporting data and the correct placement and coding of the data within the files. In addition to the record layouts and field definitions, this chapter lists the codes for three fields: the Code for Enrollment Status and the State, and the error codes returned in the SSCR Error Notification File. The chapter ends with a table showing the error checking, or edits, that NSLDS performs on the SSCR Submittal File. You can use this table to develop software that edits the Submittal File before you return it to NSLDS, to reduce the error correction portion of the SSCR cycle.

5.1 RECORD LAYOUT SPECIFICATIONS

This section describes the record and file formats that NSLDS uses to collect enrollment verification from schools. The record layout specification is provided, including field definitions and formatting instructions.

The SSCR Roster File and the SSCR Submittal File have the same record layout. The SSCR Error Notification File and the SSCR Error Correction File have the same record layout.

Each field definition includes the following:

- **Name**—This is a brief, descriptive title.
- **Description**—This is a short narrative definition.
- **Type**—This is an indicator of the kind of value that must be in the field, as follows:
 - *Character* denotes a field that may contain spaces, letters, or numbers in any combination—for example, **17 Magnolia Street**. Character fields not specifically reported must be filled with spaces. If a field is said to require a value “greater than spaces,” the field must contain at least one letter or number.
 - *Numeric* denotes any attribute that must contain only numbers—for example, **1234567** as a Loan Sequence Number. Letters, special characters, or spaces in a numeric field are invalid. An entry of **T491_24**, for example, would not be accepted. Unless otherwise specified in the record layout, numeric fields not specifically reported must be filled with zeros.
 - *Date* fields must contain only numeric data, eight digits, and appear in the format CCYYMMDD, where:

CC	=	2-digit century
YY	=	2-digit year
MM	=	2-digit month designation (01–12)
DD	=	2-digit day designation (01–31, depending on the month and year)

Under this convention, an entry of **19950430** would be accepted, but **043095** would not. Unless otherwise specified in the record layout, date fields not specifically reported must be filled with zeros.

- *Date/Timestamp* fields add a timestamp immediately after the date, and appear in the format HHMMSSNNNNNN, where:

HH	=	2-digit hour designation
MM	=	2-digit minute designation
SS	=	2-digit second designation
NNNNNN	=	6-digit nano-second designation

The field's full format is CCYYMMDDHHMMSSNNNNNN. NSLDS supplies the data for all date/timestamp fields.

- **Size**—This is the number of bytes the field occupies.
- **Comments**—This is additional information about the field.
- **Edit(s)**—This is a description of the error-checking that NSLDS applies to the file that you return.
- **Reporting**—Instructions indicating whether the field must contain data other than spaces or zeroes are described below:
 - *Mandatory, do not change*—NSLDS provides the data in the field and you must not change it. For some fields of this type, the record includes a corresponding “New” field in which you may propose a change to the information.
 - *Mandatory*—You must fill in this field for every Detail Record.
 - *Mandatory, conditional*—You must fill in this field if the condition described applies to the student. For example, if the Date of Student's Birth is incorrect, you must provide the correct date in the New Date of Student's Birth field.
 - *Optional*—You may fill in this field if desired.
- **Position**—The position refers to the beginning and ending location (byte number) of the field within the record.

5.1.1 SSCR ROSTER FILE OR SUBMITTAL FILE HEADER RECORD

The following section provides the specifications of the Header Record at the beginning of the SSCR Roster File and Submittal File. NSLDS provides most of the data in this record's fields, and you must not change them. The sole exception is the Certification Date, which you must fill in before returning the file to NSLDS.

SSCR Roster File or Submittal File Header Record	
NAME:	SSCR Sequence Number
DESCRIPTION:	A 7-digit number used to verify the proper location of the Header Record in the SSCR Roster or Submittal File
TYPE:	Numeric
SIZE:	7
COMMENTS:	None
EDIT(S):	Must equal 0000000 .
REPORTING:	Mandatory, do not change.
POSITION:	1–7
NAME:	SSCR Header Title
DESCRIPTION:	Contains SSCR ROSTER HEADER to indicate that this is the SSCR Roster File or the SSCR Submittal File.
TYPE:	Character
SIZE:	18
COMMENTS:	NSLDS supplies the data in this field.
EDIT(S):	None
REPORTING:	Mandatory, do not change.
POSITION:	8–25
NAME:	Filler
DESCRIPTION:	Blank field reserved for future use.
TYPE:	Numeric
SIZE:	3
COMMENTS:	This field is blank when sent to the school.
EDIT(S):	Not Applicable
REPORTING:	Mandatory, do not change.
POSITION:	26–28

SSCR Roster File or Submittal File Header Record	
NAME:	Code for School
DESCRIPTION:	An 8-digit ED Office of Postsecondary Education (OPE) code used to identify the school.
TYPE:	Numeric
SIZE:	8
COMMENTS:	NSLDS supplies the code in this field. If a school has questions about its OPE code, it should call the Institutional Participation Division at 202-708-4906.
EDIT(s):	Must be all numbers and a valid OPE school code from the NSLDS School Codes Table.
REPORTING:	Mandatory, do not change.
POSITION:	29-36
NAME:	SSCR Create Date/Timestamp
DESCRIPTION:	Date and time the SSCR Roster File was produced by NSLDS.
TYPE:	Date/Timestamp
SIZE:	20
COMMENTS:	CCYYMMDDHHMMSSNNNNNN format. This is the date and time affixed to the SSCR Roster File when it is generated for the school by NSLDS.
EDIT(S):	Must be a valid date. Date must match the date in the original SSCR Roster File sent to the school.
REPORTING:	Mandatory, do not change.
POSITION:	37-56
NAME:	Certification Date
DESCRIPTION:	Date the school processes the SSCR Roster File. At this time, it becomes the SSCR Submittal File.
TYPE:	Date
SIZE:	8
COMMENTS:	CCYYMMDD format. You must fill in this field with the effective certification date for the SSCR Submittal File.
EDIT(S):	Certification date must be greater than the CCYYMMDD portion of the SSCR Create Date/Timestamp.
REPORTING:	Mandatory
POSITION:	57-64

SSCR Roster File or Submittal File Header Record	
NAME:	SSCR File Type
DESCRIPTION:	Indicates that this is the SSCR Roster File or Submittal File.
TYPE:	Character
SIZE:	1
COMMENTS:	None
EDIT(S):	Must be R ; however, if all records in the file are being added and sequence numbers are 9999998, then this field should be A for ad hoc reporting.
REPORTING:	Mandatory, do not change.
POSITION:	65-65
NAME:	Filler
DESCRIPTION:	Blank field to complete full record length.
TYPE:	Character
SIZE:	265
COMMENTS:	Fill with spaces.
EDIT(S):	Not Applicable
REPORTING:	Mandatory, do not change.
POSITION:	66-330

5.1.2 SSCR ROSTER FILE OR SUBMITTAL FILE DETAIL RECORD

The following section provides specifications of the Detail Record that is part of the SSCR Roster File and Submittal File. NSLDS provides data in some fields that you must not change. However, you may propose changes to these fields in separate corresponding fields. NSLDS provides data for other fields that you may change directly. Still other fields contain no data, and you may add data that may be useful in administering the loan.

SSCR Roster File or Submittal File Detail Record

NAME:	Record Sequence Number
DESCRIPTION:	A 7-digit number that identifies the position of the student record in the SSCR Roster File.
TYPE:	Numeric
SIZE:	7
COMMENTS:	The sequence number for the first Detail Record is 0000001 . Subsequent records are incremented sequentially by one. For NSLDS-provided records, this data element is filled when the SSCR Roster File is produced and must not be changed. <i>If you are adding one or more students to the SSCR Roster File, you must add the new Detail Record(s) after the last NSLDS-provided Detail Record(s) and the sequence number for all added records must be 9999998.</i>
EDIT(S):	Must be all numeric.
REPORTING:	For NSLDS-provided records: Mandatory, do not change. <i>For school-initiated records: Mandatory, must contain 9999998.</i>
POSITION:	1-7
NOTE:	Values in Record Sequence Number, Student's SSN, Student's First Name, and Date of Student's Birth must match values in the SSCR record produced by NSLDS, except for school-added records.
NAME:	Student's Social Security Number
DESCRIPTION:	Social Security Number of a Title IV aid recipient.
TYPE:	Character
SIZE:	9
COMMENTS:	Valid or pseudo-SSN reported to NSLDS by the data provider. If a school believes the NSLDS data is incorrect, enter the correction in the New Social Security Number for Student field. <i>If you add a student to the SSCR Roster File, you must fill in this field with the student's actual SSN. If the actual number is not available, enter the pseudo-SSN assigned by the data provider.</i>
EDIT(S):	Must be greater than spaces. For school-initiated records, the value must match an SSN on the NSLDS database.
REPORTING:	For NSLDS-provided records: Mandatory, do not change. <i>For school-initiated records: Mandatory.</i>
POSITION:	8-16
NOTE:	Values in Record Sequence Number, Student's SSN, Student's First Name, and Date of Student's Birth must match values in SSCR record produced by NSLDS, except for school-added records.

SSCR Roster File or Submittal File Detail Record	
NAME:	Student's Social Security Number Indicator
DESCRIPTION:	A single-character indicator showing whether the Student's Social Security Number is real or pseudo.
TYPE:	Character
SIZE:	1
COMMENTS:	SSN indicator reported to NSLDS by the data provider. <i>If you add a student to the SSCR Roster File, you must fill in this field with R (for "real").</i>
EDIT(S):	Must be R (for "real") or P (for "pseudo"); cannot be a space.
REPORTING:	For NSLDS-provided records: Mandatory, do not change. <i>For school-initiated records: Mandatory.</i>
POSITION:	17-17
NAME:	Student's Last Name
DESCRIPTION:	Current last name of the Title IV aid recipient.
TYPE:	Character
SIZE:	35
COMMENTS:	Last name reported to NSLDS by the data provider. If the student has no last name, this field contains NLN . If you believe the NSLDS data is incorrect, enter the correction in the New Student's Last Name field. <i>If you add a student to the SSCR Roster File, you must fill in this field with the last name. If the student does not have a last name, you must fill in this field with NLN. If the last name exceeds 35 characters, drop any characters in excess of 35.</i>
EDIT(S):	This field must contain a value greater than spaces and be left-justified.
REPORTING:	For NSLDS-provided records: Mandatory, do not change. <i>For school-initiated records: Mandatory.</i>
POSITION:	18-52

SSCR Roster File or Submittal File Detail Record	
NAME:	Student's First Name
DESCRIPTION:	First name of the Title IV aid recipient.
TYPE:	Character
SIZE:	12
COMMENTS:	First name reported to NSLDS by the data provider. If the student has no first name, this field contains NFN . If you believe NSLDS data is incorrect, enter the correction in the New Student's First Name field. <i>If you add a student to the SSCR Roster File, you must fill in this field with the first name. If the student does not have a first name, you must fill in this field with NFN. If the first name exceeds 12 characters, drop any characters in excess of 12.</i>
EDIT(S):	This field must contain a value greater than spaces and be left-justified.
REPORTING:	For NSLDS-provided records: Mandatory, do not change. <i>For school-initiated records: Mandatory.</i>
POSITION:	53–64
NOTE:	Values in Record Sequence Number, Student's SSN, Student's First Name, and Date of Student's Birth must match values in SSCR record produced by NSLDS, except for school-added records.
NAME:	Student's Middle Initial
DESCRIPTION:	Middle initial of the Title IV aid recipient.
TYPE:	Character
SIZE:	1
COMMENTS:	Middle initial (MI) reported to NSLDS by the data provider. If you believe NSLDS data is incorrect, enter the correction in the New Student's Middle Initial field. <i>If you add a student to the SSCR Roster File and the student has no middle initial, leave this field blank.</i>
EDIT(S):	None
REPORTING:	For NSLDS-provided records: Mandatory, do not change. <i>For school-initiated records: Mandatory, conditional (if MI is known).</i>
POSITION:	65–65

SSCR Roster File or Submittal File Detail Record	
NAME:	Date of Student's Birth
DESCRIPTION:	Date (year, month, and day) on which the Title IV aid recipient was born.
TYPE:	Date
SIZE:	8
COMMENTS:	CCYYMMDD format. Date of Student's Birth as reported to NSLDS by the data provider. If a student's birth date is unknown, this field contains 19000101 . If you believe NSLDS data is incorrect, enter the correction in the New Date of Student's Birth field. <i>If you add a student to the SSCR Roster File, you must fill in this field. If the Date of Student's Birth is unknown, fill in the field with 19000101.</i>
EDIT(S):	Must be all numeric. MM must be a value from 01–12; DD must be a value from 01–31, depending on the month and year. CCYY must be less than the CCYY of the Submittal Date from the Header Record.
REPORTING:	For NSLDS-provided records: Mandatory, do not change. <i>For school-initiated records: Mandatory.</i>
POSITION:	66–73
NOTE:	Values in Record sequence number, Student's SSN, Student's First Name, and Date of Student's Birth must match unless in SSCR record produced by NSLDS, except for school added records.

SSCR Roster File or Submittal File Detail Record

NAME:	New Student's Social Security Number
DESCRIPTION:	Proposed change to the Social Security Number of the Title IV aid recipient.
TYPE:	Character
SIZE:	9
COMMENTS:	Fill in this field only if you propose a change to the student's SSN. NSLDS uses the Student's SSN as a record identifier. NSLDS changes identifiers only when the data provider agrees to the change, as the data provider is considered the data's owner. If the SSN change you previously requested was implemented, the subsequent SSCR Roster File contains the school-supplied value in the Student's Social Security Number field, and the New Student's Social Security Number field contains spaces. If your change was not implemented, this field contains the value that you previously supplied. If you wish to resubmit your change, leave your proposed value in this field; otherwise, fill the field with spaces to withdraw the request. <i>If you add a student to the SSCR Roster File, this field must contain spaces.</i>
EDIT(S):	If filled, must contain all 9 characters.
REPORTING:	Mandatory, conditional (if NSLDS SSN data are believed to be in error).
POSITION:	74-82

SSCR Roster File or Submittal File Detail Record	
NAME:	New Student's Last Name
DESCRIPTION:	Proposed change to the last name of the Title IV aid recipient.
TYPE:	Character
SIZE:	35
COMMENTS:	Fill in this field only if you propose a change to the student's name. If you propose either a New Student's First Name or New Student's Middle Initial, you must also fill in this field. If the student does not have a last name, you must fill in this field with NLN . If the last name exceeds 35 characters, drop any characters in excess of 35. NSLDS changes a student's last name only when the data provider agrees to the change, as the data provider is considered the data owner. If a name change you previously requested was implemented, the subsequent SSCR Roster File contains the school-supplied value in the Student's Last Name field and the New Student's Last Name field contains spaces. If your change was not implemented, this field contains the value that you previously supplied. If you wish to resubmit your change, leave your proposed value in this field; otherwise, fill the field with spaces to withdraw the request. <i>If you add a student to the SSCR Roster File, this field must contain spaces.</i>
EDIT(S):	If the New Student's First Name or New Student's Middle Initial field contains a value greater than spaces, this field must contain a value greater than spaces and be left-justified.
REPORTING:	Mandatory, conditional (if the NSLDS name data are believed to be in error).
POSITION:	83-117

SSCR Roster File or Submittal File Detail Record	
NAME:	New Student's First Name
DESCRIPTION:	Proposed change to the first name of the Title IV aid recipient.
TYPE:	Character
SIZE:	12
COMMENTS:	Fill in this field only if you propose a change to the student's name. If you propose either a New Student's Last Name or New Student's Middle Initial, you must also fill in this field. If a student does not have a first name, you must fill in this field with NFN . If the first name exceeds 12 characters, drop any characters in excess of 12. NSLDS uses the Student's First Name field as a record identifier. NSLDS changes a student's first name only when the data provider agrees to the change, as the data provider is considered the data's owner. If a name change you previously requested was implemented, the subsequent SSCR Roster File contains the school-supplied value in the Student's First Name field and the New Student's First Name field contains spaces. If your change was not implemented, this field contains the value that you previously supplied. If you wish to resubmit your change, leave your proposed value in this field; otherwise, fill the field with spaces to withdraw the request. <i>If you add a student to the SSCR Roster File, this field must contain spaces.</i>
EDIT(S):	If the New Student's Last Name or New Student's Middle Initial field contains a value greater than spaces, this field must contain a value greater than spaces and be left-justified.
REPORTING:	Mandatory, conditional (if the NSLDS name data are believed to be in error).
POSITION:	118–129

SSCR Roster File or Submittal File Detail Record	
NAME:	New Student's Middle Initial
DESCRIPTION:	Proposed change to the middle initial of the Title IV aid recipient.
TYPE:	Character
SIZE:	1
COMMENTS:	Fill in this field only if you propose a change to the student's name. If either a New Student's Last Name or New Student's First Name is proposed, you must also fill in this field. If the student does not have a middle initial, this field must contain a space. NSLDS changes a student's middle initial only when the data provider agrees to the change, as the data provider is considered the data's owner. If a middle initial change you previously requested was implemented, the subsequent SSCR Roster File contains the school-supplied value in the Student's Middle Initial field and the New Student's Middle Initial field contains a space. If your change was not implemented, this field contains the value that you previously supplied. If you wish to resubmit your change, leave your proposed value in this field; otherwise, fill the field with a space to withdraw the request. <i>If you add a student to the SSCR Roster File, this field must contain a space.</i>
EDIT(S):	None
REPORTING:	Mandatory, conditional (if the NSLDS name data are believed to be in error).
POSITION:	130-130

SSCR Roster File or Submittal File Detail Record

NAME:	New Date of Student's Birth
DESCRIPTION:	Proposed change to the date (year, month, and day) on which the Title IV aid recipient was born.
TYPE:	Date
SIZE:	8
COMMENTS:	CCYYMMDD format. Fill in this field only if you propose a change to the student's birth date. NSLDS uses the Date of Student's Birth field as a record identifier. NSLDS changes a student's birth date only when the data provider agrees to the change, as the data provider is considered the data's owner. If a birth date change you previously requested was implemented, the subsequent SSCR Roster File contains the school-supplied value in the Date of Student's Birth field and the New Date of Student's Birth field contains spaces. If your change was not implemented, this field contains the value that you previously supplied. If you wish to resubmit your change, leave your proposed value in this field; otherwise, fill the field with zeros to withdraw the request. <i>If you add a student to the SSCR Roster File, this field must contain spaces.</i>
EDIT(S):	Must be all numeric. If the field contains a value other than zeros, MM must be a value from 01–12; DD must be a value from 01–31, depending on the month and year. CCYY must be less than the CCYY of the SSCR Create Date/Timestamp Date from the Header Record.
REPORTING:	Mandatory, conditional (if the NSLDS data are believed to be in error).
POSITION:	131–138

SSCR Roster File or Submittal File Detail Record

NAME:	Date of Anticipated Completion
DESCRIPTION:	Date (year, month, and day) when a student is scheduled to complete course requirements.
TYPE:	Date
SIZE:	8
COMMENTS:	CCYYMMDD format. For degree programs, this is the same as the anticipated graduation date. The date already in this field is the one most recently reported to NSLDS. This is a key element in monitoring the student's projected entry into the grace period and subsequent repayment period. This field must be reviewed each SSCR cycle and updated as appropriate, especially when an enrollment status change occur. If the date seems reasonable, given the student's academic progress, do not modify. If the Enrollment Status Code = G, this field must equal the Enrollment Status Effective Date. If the Enrollment Status Code = A, F, H, or L, this date must be greater than the Certification Date (See Section 5.2 for Enrollment Code descriptions). <i>If you add a student to the SSCR Roster File, this field must contain the school's most current estimate.</i>
EDIT(S):	Must be all numeric. MM must be a value from 01–12; DD must be a value from 01–31, depending on the month and year.
REPORTING:	Mandatory, Conditional if Enrollment Status Code = G, A, F, H, or L.
POSITION:	139–146

SSCR Roster File or Submittal File Detail Record	
NAME:	Street Address 1
DESCRIPTION:	Permanent street address (line 1) of the Title IV aid recipient.
TYPE:	Character
SIZE:	35
COMMENTS:	If this field is blank, or the student's permanent address changes, you must change the address in this field. NSLDS does not maintain address information, but forwards it to the data provider to update student records. <i>If you add a student to the SSCR Roster File, you must enter the student's current address information.</i>
EDIT(S):	If the Street Address 1 or Street Address 2, City, State, or Zip Code field is filled in, then all the other address fields must be filled in (except Country).
REPORTING:	Mandatory, conditional (if you have been advised of a new permanent address since the last SSCR cycle, or if you are adding a student to the Roster File).
POSITION:	147–181
NOTE:	Street Address 1 is mandatory. Street Address 2 is conditional for when addresses are lengthy.
NAME:	Street Address 2
DESCRIPTION:	Permanent street address (line 2) of the Title IV aid recipient.
TYPE:	Character
SIZE:	35
COMMENTS:	If the student's permanent address changes, you must change any address in this field. This field contains data that does not fit into Street Address 1, such as post office box or apartment number. NSLDS does not maintain address information, but forwards it to the data provider to update student records. <i>If you add a student to the SSCR Roster File, you must enter the student's current address information.</i>
EDIT(S):	If the Street Address 1 or Street Address 2, City, State, or Zip Code field is filled in, then all the other address fields must be filled in (except Country).
REPORTING:	Mandatory, conditional (if you have been advised of a new permanent address since the last SSCR cycle, or if you are adding a student to the Roster File).
POSITION:	182–216
NOTE:	Street Address 1 is mandatory. Street Address 2 is conditional for when addresses are lengthy.

SSCR Roster File or Submittal File Detail Record	
NAME:	City
DESCRIPTION:	City of permanent residence of the Title IV aid recipient.
TYPE:	Character
SIZE:	24
COMMENTS:	If this field is blank, or the student's permanent address changes, you must change the city in this field. NSLDS does not maintain address information, but forwards it to the data provider to update student records. <i>If you add a student to the SSCR Roster File, you must enter the student's current address information.</i>
EDIT(S):	If the Street Address 1 or Street Address 2, City, State, or Zip Code field is filled in, then all the other address fields must be filled in (except Country).
REPORTING:	Mandatory, conditional (if you have been advised of a new permanent address since the last SSCR cycle, or if you are adding a student to the Roster File).
POSITION:	217–240
NAME:	State
DESCRIPTION:	State of permanent residence of the Title IV aid recipient.
TYPE:	Character
SIZE:	2
COMMENTS:	If this field is blank, or the student's permanent address changes, you must change the code in this field. The State field may contain a state code, a military location code, or a U.S. territory code from the State Codes Table (See State and Territory Codes listed in Section 5.3). If the address is in a foreign country, enter FC in this field and place the name of the foreign county in the Country field that follows. NSLDS does not maintain address information, but forwards it to the data provider to update student records. <i>If you add a student to the SSCR Roster File, you must enter the student's current address information.</i>
EDIT(S):	If the Street Address 1 or Street Address 2, City, State, or Zip Code field is filled in, then all the other address fields must be filled in (except Country).
REPORTING:	Mandatory, conditional (if you have been advised of a new permanent address since the last SSCR cycle, or if you are adding a student to the Roster File).
POSITION:	241–242

SSCR Roster File or Submittal File Detail Record

NAME:	Country
DESCRIPTION:	Country (other than U.S. or its territories) of permanent residence of the Title IV aid recipient.
TYPE:	Character
SIZE:	25
COMMENTS:	Full name or common abbreviation of the foreign country where the student permanently resides, sufficient for mailing purposes. If the student's permanent address changes and is outside the U.S., you must change the country in this field. NSLDS does not maintain address information, but forwards it to the data provider to update student records. <i>If you add a student to the SSCR Roster File, you must enter the student's current address information.</i>
EDIT(S):	None
REPORTING:	Mandatory, conditional (if you have been advised of a new permanent address since the last SSCR cycle, or if you are adding a student to the Roster File, and the country is other than U.S.).
POSITION:	243–267
NOTE:	If the permanent residence is not outside the U.S. or its territories, leave this field blank.

SSCR Roster File or Submittal File Detail Record	
NAME:	Zip Code
DESCRIPTION:	Zip code of the permanent residence of the Title IV aid recipient.
TYPE:	Character
SIZE:	14
COMMENTS:	If this field is blank, or the student's permanent address changes, you must change the zip code (or postal code, if in a foreign country) in this field. NSLDS does not maintain address information, but forwards it to the data provider to update student records. If you add a student to the SSCR Roster File, you must enter the student's current address information. <i>If you add a student to the SSCR Roster File, this field must contain the school's most current information, left-justified, and filled with spaces if the full field is not used.</i>

NAME: **Zip Code**

DESCRIPTION: Zip code of the permanent residence of the Title IV aid recipient.

TYPE: Character

SIZE: 14

COMMENTS: If this field is blank, or the student's permanent address changes, you must change the zip code (or postal code, if in a foreign country) in this field. NSLDS does not maintain address information, but forwards it to the data provider to update student records. If you add a student to the SSCR Roster File, you must enter the student's current address information. *If you add a student to the SSCR Roster File, this field must contain the school's most current information, left-justified, and filled with spaces if the full field is not used.*

SSCR Roster File, you m

SSCR Roster File or Submittal File Detail Record	
<p>NAME:</p> <p>DESCRIPTION:</p> <p>TYPE:</p> <p>SIZE:</p> <p>COMMENTS:</p> <p>EDIT(S):</p> <p>REPORTING:</p> <p>POSITION:</p>	<p>Code for Enrollment Status</p> <p>Code reflecting student's current (as of the Certification Date in the Header Record) enrollment status.</p> <p>Character</p> <p>1</p> <p>This field in the SSCR Roster File contains the enrollment status most recently reported to NSLDS. Along with the Date Enrollment Status Effective field, it is the most significant piece of data in the entire SSCR process. Together they determine the exact beginning of the student's grace and subsequent repayment period. If a student's enrollment status has changed, you must update this field with the student's current enrollment status from the Enrollment Status Codes Table.</p> <p>Must be a valid code from the Enrollment Status Codes Table (provided at the end of this chapter), and must have a corresponding value in the Date Enrollment Status Effective field.</p> <p>Mandatory</p> <p>290–290</p>
<p>NAME:</p> <p>DESCRIPTION:</p> <p>TYPE:</p> <p>SIZE:</p> <p>COMMENTS:</p> <p>EDIT(S):</p> <p>REPORTING:</p> <p>POSITION:</p>	<p>Date Enrollment Status Effective</p> <p>Effective date (year, month, and day) a borrower entered current enrollment status.</p> <p>Date</p> <p>8</p> <p>CCYYMMDD format. Specific instructions regarding which date to report in conjunction with each enrollment status code are provided in the Enrollment Status Codes Table later in this chapter. If the enrollment status has not changed, do not change this field.</p> <p>Must be all numeric. MM must be a value from 01–12 and DD must be a value from 01–31, depending on the month and year. There must be a corresponding value in the Code for Enrollment Status field.</p> <p>Mandatory</p> <p>291-298</p>

SSCR Roster File or Submittal File Detail Record	
NAME:	School Identification Designator (ID)
DESCRIPTION:	School-assigned designation used instead of the SSN to identify the Title IV aid recipient.
TYPE:	Character
SIZE:	20
COMMENTS:	If your school does not use the SSN as the key identifier in its registration database, use this field to capture the designator you use for that purpose. If supplied, NSLDS will return the school ID in each SSCR Roster File, to ease the task of subsequently matching NSLDS records to school data. This data is not forwarded to the data provider.
EDIT(S):	None, although left-justification is recommended.
REPORTING:	Optional
POSITION:	299–318
NAME:	Filler
DESCRIPTION:	Blank field to complete full record length.
TYPE:	Character
SIZE:	12
COMMENTS:	Not Applicable
EDIT(S):	Not Applicable
REPORTING:	Mandatory
POSITION:	319–330

5.1.3 SSCR ROSTER FILE OR SUBMITTAL FILE TRAILER RECORD

The following section provides specifications of the Trailer Record that is part of the SSCR Roster File and Submittal File. NSLDS provides most of the data in this record's fields, and you must not change them. The sole exception is the Number of Detail Records field, which you must update to reflect additional records, before returning the file to NSLDS.

SSCR Roster File or Submittal File Trailer Record	
NAME:	SSCR Sequence Number
DESCRIPTION:	A 7-digit number used to verify the proper location of the Trailer Record in the SSCR Roster File.
TYPE:	Numeric
SIZE:	7
COMMENTS:	None
EDIT(S):	Must equal 9999999 .
REPORTING:	Mandatory, do not change.
POSITION:	1-7
NAME:	SSCR Trailer Title
DESCRIPTION:	Contains SSCR ROSTER TRAILER to indicate that this is the SSCR Roster File or Submittal File.
TYPE:	Character
SIZE:	19
COMMENTS:	NSLDS supplies the data in this field.
EDIT(S):	None
REPORTING:	Mandatory, do not change.
POSITION:	8-26
NAME:	Number of Detail Records
DESCRIPTION:	Number of Detail Records in the file.
TYPE:	Numeric
SIZE:	8
COMMENTS:	This field confirms that you have returned all records in the SSCR Roster File. <i>If you add Detail Records to the file for students not included on the Roster File, you must update this field to reflect those additional records.</i>
EDIT(S):	Must be equal to or greater than the number of Detail Records in the SSCR Roster File. Must be equal to the number of Detail Records in the SSCR Submittal File.
REPORTING:	Mandatory
POSITION:	27-34

SSCR Roster File or Submittal File Trailer Record	
NAME:	Filler
DESCRIPTION:	Blank field to complete full record length.
TYPE:	Character
SIZE:	296
COMMENTS:	Not Applicable
EDIT(S):	Not Applicable
REPORTING:	Mandatory
POSITION:	35–330

5.1.4 SSCR ERROR NOTIFICATION OR ERROR CORRECTION FILE HEADER RECORD

The following table provides the specifications of the Header Record that begins the SSCR Error Notification and Error Correction Files. NSLDS provides most of the data in this record's fields, and you must not change them. The sole exception is the Certification Date, which you must fill in before returning the file to NSLDS.

SSCR Error Notification or Error Correction File Header Record	
NAME:	SSCR Sequence Number
DESCRIPTION:	A 7-digit number used to verify the proper location of the Header Record in the SSCR Error Notification or Error Correction File
TYPE:	Numeric
SIZE:	7
COMMENTS:	None
EDIT(S):	Must equal 0000000 .
REPORTING:	Mandatory, do not change.
POSITION:	1–7
NAME:	SSCR Header Title
DESCRIPTION:	Contains SSCR ERROR HEADER to indicate that this is the Error Notification or Error Correction File.
TYPE:	Character
SIZE:	18
COMMENTS:	NSLDS supplies the data in this field.
EDIT(S):	None
REPORTING:	Mandatory, do not change.
POSITION:	8–25

SSCR Error Notification or Error Correction File Header Record	
Name:	Filler
DESCRIPTION:	Blank field reserved for future use.
TYPE:	Numeric
SIZE:	3
COMMENTS:	This field is blank.
EDIT(S):	Not Applicable
REPORTING:	Mandatory; do not change.
POSITION:	26–28
NAME:	Code for School
DESCRIPTION:	An 8-digit ED Office of Postsecondary Education (OPE) code used to identify the school.
TYPE:	Numeric
SIZE:	8
COMMENTS:	NSLDS supplies the code in this field.
EDIT(s):	Must be all numeric and a valid OPE school code from the NSLDS School Codes Table.
REPORTING:	Mandatory, do not change.
POSITION:	29–36
NAME:	SSCR Create Date/Timestamp
DESCRIPTION:	Date and time the Roster File associated with this error report was produced by NSLDS.
TYPE:	Date/Timestamp
SIZE:	20
COMMENTS:	CCYYMMDDHHMMSSNNNNNN format. This date ties the Error File to the original SSCR Roster File.
EDIT(S):	Must be a valid date.
REPORTING:	Mandatory, do not change.
POSITION:	37–56

SSCR Error Notification or Error Correction File Header Record	
NAME:	Certification Date
DESCRIPTION:	Date you processed the SSCR Error Notification File, to make it the SSCR Error Correction File.
TYPE:	Date
SIZE:	8
COMMENTS:	CCYYMMDD format. Fill this field with the “as of” date you certify for the SSCR Error Correction File.
EDIT(S):	Certification date must be greater than the CCYYMMDD portion of the SSCR Create Date/Timestamp.
REPORTING:	Mandatory
POSITION:	57–64
NAME:	SSCR File Type
DESCRIPTION:	Indicates that this is the Error Notification or Error Correction File.
TYPE:	Character
SIZE:	1
COMMENTS:	None
EDIT(S):	Must be E .
REPORTING:	Mandatory, do not change.
POSITION:	65–65
NAME:	Filler
DESCRIPTION:	Blank field to complete full record length.
TYPE:	Character
SIZE:	295
COMMENTS:	Fill with spaces.
EDIT(S):	Not Applicable
REPORTING:	Mandatory, do not change.
POSITION:	66–360

5.1.5 SSCR ERROR NOTIFICATION FILE OR ERROR CORRECTION FILE DETAIL RECORD

The following section provides specifications of the Detail Record that is part of the SSCR Error Notification and Error Correction Files. Up to 15 errors may appear for each Detail Record. This record is identical in format to the SSCR Roster File Detail Record, except for the final 30 bytes of each record, which are modified to capture any error codes that resulted from editing the SSCR Submittal File. For brevity, the fields identical to the Roster File Detail Record are not

repeated here. Only one error code definition is shown below because all error codes have the same definition, except for the error code number.

SSCR Error Notification File or Error Correction File Detail Record	
NAME:	Error Code 1
DESCRIPTION:	First Error Code found for this record
TYPE:	Character
SIZE:	2
COMMENTS:	See the Error Codes Table at the end of this chapter.
EDIT(S):	Not Applicable
REPORTING:	Mandatory, do not change.
POSITION:	331–332

The following table shows each code's start and end position in the Detail Record.

Number	Start Position	End Position
1	331	332
2	333	334
3	335	336
4	337	338
5	339	340
6	341	342
7	343	344
8	345	346
9	347	348
10	349	350
11	351	352
12	353	354
13	355	356
14	357	358
15	359	360

Figure 5-1, Error Codes

5.1.6 SSCR ERROR NOTIFICATION FILE OR ERROR CORRECTION FILE TRAILER RECORD

The following table provides specifications of the Trailer Record that is part of the SSCR Error Notification and Error Correction Files. NSLDS provides most of the data in this record's fields, and you must not change them. The sole exception is the Number of Detail Records, which you must update to reflect additional records, before returning the file to NSLDS.

SSCR Error Notification File or Error Correction File Trailer Record	
NAME:	SSCR Sequence Number
DESCRIPTION:	A 7-digit number used to verify the proper location of the Trailer Record in the SSCR Error Notification or Error Correction File.
TYPE:	Numeric
SIZE:	7
COMMENTS:	None
EDIT(S):	Must equal 9999999 .
REPORTING:	Mandatory, do not change.
POSITION:	1–7
NAME:	SSCR Trailer Title
DESCRIPTION:	Contains SSCR ERROR TRAILER to indicate that this is the SSCR Error Notification or Error Correction File.
TYPE:	Character
SIZE:	19
COMMENTS:	NSLDS supplies the data in this field.
EDIT(S):	None
REPORTING:	Mandatory, do not change.
POSITION:	8–26
NAME:	Number of Detail Records
DESCRIPTION:	Number of Detail Records in the file.
TYPE:	Numeric
SIZE:	8
COMMENTS:	This field confirms that you are returning all records in the SSCR Error Notification File.
EDIT(S):	Must be equal to the number of Detail Records in the SSCR Error Notification File or the SSCR Error Correction File.
REPORTING:	Mandatory
POSITION:	27–34

SSCR Error Notification File or Error Correction File Trailer Record	
NAME:	Number of Records Accepted
DESCRIPTION:	Count of Detail records submitted to and accepted by NSLDS in the SSCR Submittal File or Error Correction File in this cycle.
TYPE:	Numeric
SIZE:	8
COMMENTS:	NSLDS supplies the data in this field.
EDIT(S):	Not Applicable
REPORTING:	Mandatory, do not change.
POSITION:	35-42
NAME:	Number of Records Rejected
DESCRIPTION:	Count of Detail records submitted by the school and rejected by NSLDS in the SSCR Submittal File or Error Correction File in this cycle.
TYPE:	Numeric
SIZE:	8
COMMENTS:	If the count in this field is 0, then you have completed this cycle. If the count is greater than 0, the indicated number of Detail Records have been returned and you must correct them and resubmit the file.
EDIT(S):	Not Applicable
REPORTING:	Mandatory, do not change.
POSITION:	43-50
NAME:	Filler
DESCRIPTION:	Blank field to complete full record length.
TYPE:	Character
SIZE:	310
COMMENTS:	Not Applicable
EDIT(S):	Not Applicable
REPORTING:	Mandatory
POSITION:	51-360

5.2 ENROLLMENT STATUS CODES

The following are valid Enrollment Status Codes. *Note that if the student does not return as scheduled, you must change the status within 60 days to “Withdrawn,” with an effective date of the last date of attendance, per Sec. 668.22 (j)(1), of 34 CFR.*

Code	Status	Definition	Date Used as Effective Date
A	Approved Leave of Absence	Student is currently enrolled at this institution, but has a leave of absence approved in accordance with Sec. 668.22(j)(2) of 34 Code of Federal Regulations (CFR).	The date the student began an approved leave of absence.
D	Deceased	Student is deceased.	The date of death, if known; otherwise, the date the institution was notified of the death by a reliable source.
F	Full-time	Student is enrolled full-time, according to the institution’s definition, in accordance with Sec. 668.2 or 682.200 of 34 CFR.	The date on which the student most recently began uninterrupted ¹ enrollment on a full-time basis.
G	Graduated	Student has completed the course of study and is not currently admitted to nor enrolled in a different course of study at this institution.	The date the student completed the course requirements (not the date on which the diploma or certificate of completion is presented).
H	Half-time or more, but less than full-time	Student is enrolled at least half-time, but less than full-time, according to this institution’s definition, in accordance with Sec. 682.200 of 34 CFR.	The date the student dropped below full-time, or if half-time is the original status, the date on which the student most recently began uninterrupted ¹ enrollment on a half-time or more, but less than full-time, basis.
L	Less than half-time	Student is enrolled less than half-time, according to this institution’s definition, in accordance with Sec. 682.200 of 34 CFR.	The date the student dropped below half-time, or if less than half-time is the original status, the date on which the student most recently began uninterrupted ¹ enrollment on a less than half-time, basis.
W	Withdrawn (voluntary or involuntary)	Student has officially withdrawn from all courses at this institution, stopped attending all classes at this institution but did not officially withdraw, or for any reason did not re-enroll at this institution for the next regular (non-summer) term without completing the course of study.	The date the student officially withdraws, or, in the absence of a formal withdrawal, the last recorded date of attendance. In the case of the student who completes a term and does not return for the next, leaving the course of study uncompleted, the final day of the term in which the student was last enrolled.

Code	Status	Definition	Date Used as Effective Date
X	Never attended	Individual on whose behalf a loan was certified or awarded, who was admitted, may have enrolled (registered), but never attended classes at this institution. (Institution does have a record of the individual.)	Report certification date, as recorded in the SSCR Submittal File Header Record.
Z	No record found	Individual for whom a thorough search of the institution's records reveals no information. (Institution does not have a record of the individual.)	Report certification date, as recorded in the SSCR Submittal File Header Record.

¹ Students are considered to be in school and continuously enrolled during academic year holiday and vacation periods, as well as during the summer between academic years (even if not enrolled in a summer session), as long as there is reason to believe that they intend to enroll for the next regularly scheduled term. For example, students should not be reported as "withdrawn" at the end of the spring term if they are expected to re-enroll for the fall term. If they do not return as expected, status must be changed to "Withdrawn" within 60 days of that determination, or within 60 days of the start of the new term, whichever occurs first, with an effective date of the last date of attendance.

5.3 STATE AND TERRITORY CODES

Enter one of the following codes in the State field. For a foreign country, place 'FC' in the State field and spell out the country's full name in the Country field.

Code	State/Territory	Code	State/Territory
AA	Military Location Code	MN	Minnesota
AE	Military Location Code	MO	Missouri
AK	Alaska	MP	Marianas Islands
AL	Alabama	MS	Mississippi
AP	Military Location Code	MT	Montana
AR	Arkansas	MX	Mexico
AS	American Samoa	NC	North Carolina
AZ	Arizona	ND	North Dakota
CA	California	NE	Nebraska
CM	Northern Marianas Island	NH	New Hampshire
CN	Canada	NJ	New Jersey
CO	Colorado	NM	New Mexico
CT	Connecticut	NR	Not Available
CZ	Canal Zone	NV	Nevada
DC	District of Columbia	NY	New York
DE	Delaware	OH	Ohio
FC	Foreign Country	OK	Oklahoma
FL	Florida	OR	Oregon
FM	Micronesia	PA	Pennsylvania
GA	Georgia	PR	Puerto Rico
GU	Guam	PW	Republic of Palau
HI	Hawaii	RI	Rhode Island
IA	Iowa	SC	South Carolina
ID	Idaho	SD	South Dakota
IL	Illinois	TN	Tennessee
IN	Indiana	TT	Trust Territories of the Pacific
IQ	Other U.S. Territory or Possession	TX	Texas
KS	Kansas	UT	Utah
KY	Kentucky	VA	Virginia
LA	Louisiana	VI	Virgin Islands
MA	Massachusetts	VT	Vermont
MD	Maryland	WA	Washington
ME	Maine	WI	Wisconsin
MH	Marshall Islands	WV	West Virginia
MI	Michigan	WY	Wyoming

5.4 ERROR CODES

Error Code	Error Messages
11	No Detail Record matches the record identifiers (Student's First Name, Date of Student's Birth) in NSLDS, or invalid sequence number.
13	Invalid Date of Student's Birth.
14	Invalid Date for Address Effective Date.
15	Invalid Date of Anticipated Completion.
17	All address fields (Street Address, City, State, Zip Code, and Effective Date) must be provided.
18	Invalid State Code.
19	Missing Code for Enrollment Status.
20	Invalid Code for Enrollment Status.
21	Invalid Date Enrollment Status Effective.
23	Missing Date of Enrollment Status Effective; mandatory when Code for Enrollment Status is not equal to "D" for Deceased.
24	Record was on Roster file and not updated by School.
25	Anticipated Completion date must equal Date Enrollment Status Effective when Enrollment Status Code = G.
26	Anticipated Completion Date must be greater than Certification Date when Enrollment Status Code = A, F, H, or L.
28	New Student Date of Birth is invalid date.
29	New Student Date of Birth must be before date of roster creation.
30	Certification Date must be greater than or equal to date enrollment status effective date.
31	Attempted to add an ad hoc student but the student was not found in the database.
32	Student status could not be applied as current due to a reporting/history violation. Use Past Enrollment Change on-line screens.
33	Anticipated Completion Date must be greater than or equal to Date Enrollment Status Effective.

5.5 ERROR CHECKING

Check your data for errors before submitting the completed SSCR Submittal File or Error Correction File to NSLDS. The following tables list some of the reasons files and records are rejected by NSLDS.

5.5.1 HEADER RECORD

Data Element	Validation Criteria	Action
SSCR Sequence Number	Must be 0000000 .	Accept only if the sequence number of the first record is 0000000 .
SSCR Create Date/Timestamp	Valid Date Must match the date/timestamp in the SSCR Roster File sent to the school.	Reject if the date/timestamp in the SSCR Submittal File that you prepared does not match the date/timestamp in the SSCR Roster File that you received from NSLDS.
Certification Date	Valid Date Must be later than the SSCR Create Date/Timestamp.	Accept when both criteria are met.
SSCR File Type	For the SSCR Submittal File, must be an R . For the SSCR Error Correction File, must be E . For the Ad Hoc file, must be an A .	Reject if neither R , E , nor A .

5.5.2 DETAIL RECORD

Data Element	Validation Criteria	Action
Record Sequence Number	Every field's contents must match the original field contents in the SSCR Roster File sent to the school.	Reject if any field contents have changed compared to the SSCR Roster File transmitted to the school.
Student's SSN		
Student's Last Name		
Student's First Name		
Date of Student's Birth		

Data Element	Validation Criteria	Action
New Student's Last Name	None	Must not be spaces if NAME-FIRST is not spaces.
New Student's First Name	None	Must not be spaces if NAME-LAST is not spaces.
New Date of Student's Birth	Valid Date Must be older than the SSCR Create Date/Timestamp in the Header Record.	Accept when both criteria are met.
Date of Anticipated Completion	Valid Date If the Enrollment Status Code = G, this field must equal the Enrollment Status Effective Date. If the Enrollment Status Code = A, F, H, or L, this date must be greater than the Certification Date.	Accept when both criteria are met.
Street Address 1 or Street Address 2	If any one of the fields contains data, all must be filled. However, all of them may also be left blank.	If all fields are spaces or contain data, then accept; if only some contain data; reject.
City		
State		
Zip Code		
Code for Enrollment Status	Must be one of the values in the Enrollment Status Codes table.	Accept if in the Enrollment Status Codes table; reject otherwise.
Date Enrollment Status Effective	Valid Date If the Code for Enrollment Status is D , this date is optional. If you know this date, you must provide it.	Accept when all criteria are met; reject otherwise.

5.5.3 TRAILER RECORD

Data Element	Validation Criteria	Action
SSCR Sequence Number	Must be 9999999 .	Accept only if the sequence number of the last record is 9999999 .
Number of Detail Records	Must equal total number of Detail Records.	Accept only if the count is equal to the number of Detail Records.